

School Board

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Attendance

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes, stay for the entire school day and satisfy all the course requirements. Poor attendance, excessive tardiness or excessive times of leaving before the end of the school day may result in low or failing grades. Doby Elementary has a school goal of having 96% of our students in attendance each and every day. Please make the attendance of your child a priority.

During the 2021-2022 school year, the following will be regarded as an excused absence:

- An illness or accident.
- A medical/dental appointment.
- A death in the family of the student.
- An observance of an established religious holiday.
- A pre-planned absence for a personal reason that is acceptable to the principal or designee. Permission for such absences must be requested and approved no fewer than three (3) days prior to the absence. Approval shall be contingent upon the student's attendance record, academic performance and conduct.
- A subpoena by law enforcement or a required court appearance.
- An emergency for a reason acceptable to the principal or designee.

Special Notes:

- A doctor's note will be required to excuse absences once a student has accumulated a total of five (5) absences for illness.
- Students who have been absent 15 days or more may be required to attend the Extended Learning Program(s), if the program exists for that grade level.
- For information regarding policies about make-up work, see the "Attendance" section of the Student Handbook.
- Students with excessive absences and/or tardies will be referred to our School Social Worker.

Attendance Calls:

- When a student is absent, for any reason, the parent must call the school on or before the day of the absence. **Doby's 24-hour phone number for reporting is 672-5388, option #1.** Please report your child's absence **no later than 8:00 a.m.** the day of the absence. **Attendance calls of absent students will be made starting at 9:00 a.m.**
- When calling the attendance line, please include the following information:
 - a. Caller's full name and relationship to the child
 - b. Student's full name, grade and/or teacher's name
 - c. Date(s) of the absence
 - d. Reason for the absence